

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations Division

Bureau: Workers' Compensation Regulations

Date Posted: 06/03/2008

Job Category: Business & Financial Operations

**Position
Number:** 66204475

Position Title: COMPLIANCE SPECIALIST

**Bargaining
Unit:** 038

Union: MPEA

Location: BILLINGS

Job Status: Full Time Permanent

Salary: \$30,156.00 to \$37,695.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 05

Closing Date: 06/18/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

Requires extensive travel in state car in all types of weather and road conditions. Must possess a valid Montana driver's license with good driving record. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the probationary period.

Duties:

This position works in the Independent Contractor Central Unit (ICCU) to educate and enforce compliance with the independent contractor laws and entity laws as they apply to Workers' Compensation, Unemployment Insurance, Wage and Hour Standards, Human Rights, and Department of Revenue. This position acts independently as the representative for the Department of Labor and Industry in dealings with employers, workers, claimants, accountants, attorneys, and other agency staff. Resolves issues and defends decisions on subjects including employer/employee relationships, independent contractor status, and entity issues. Uses independent judgment to determine pertinent, substantiating evidence, witness credibility, and weight to be given to evidence. Interviews and gathers factual evidence from witnesses and interested parties obtains documents related to the case; and obtains information supplied to other state and federal agencies. Analyzes the data to ensure the decision is based on facts and supported by the evidence. Conducts legal research of Montana Law federal laws and court cases to determine relevancy to current cases. Writes determinations after gathering evidence and conducting legal research. Represents the Department in the mediation process. Corresponds with employers or their representatives, out-of-state agencies, field representative, participating agencies, and others. Identifies areas of non-compliance. Educates Montanans through media coverage presentations and workshops about independent contractor laws.

Competencies:

The incumbent must have the ability to acquire knowledge of Workers' Compensation coverage laws and exemptions, Montana Unemployment Insurance laws and requirements; Employee tax laws; Human Rights protections; Wage and Hour laws and applications; and conditions and practices customary to industries and occupations in Montana including trucking, construction, and guides and outfitters.

Within a reasonable period on the job the incumbent must acquire knowledge of investigative theories, procedures, and techniques; Unemployment Insurance Laws and administrative rules with the State, Department, and other states; Social Security regulation, and employment standards; hearing procedures, rules of evidence, and settlement negotiations; different administrative appeals procedures for the participating agencies; legal procedures and methods related to fact-finding, investigation procedure, and techniques; interviewing techniques; and the principals of accounting, examining, and audits; and office management and procedures.

Must have skills in dealing with people, understanding the situation, and innovativeness for settling conflicts; interpreting and applying laws and rules; conducting interviews and

interrogations; and use of personal computers and associated software.

Must have the ability to remain calm in very high stressful/dangerous situations; communicate effectively both verbally and in writing; interpret statute, rules, and regulations to the public and other professional organizations; compose professional and complex determinations, correspondence, and legal documents; establish and maintain effective professional working relationships; effectively perform in a work unit involving highly complex situations and procedures, heavy workload, and conflicting priorities; maintain a high degree of confidentiality; plan and conduct educational programs; and deal effectively with persons of opposing interests and from all levels of society.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in business administration, human resources, or related field that emphasizes analytical, communication, and persuasion skills, and one (1) year experience that demonstrates the ability to conduct investigations, analyze considerable data and make decisions. Experience that shows knowledge of common working relationships prevalent in Montana particularly in the construction and trucking industry is useful. Requires a valid Montana Driver's license with a good driving record.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Describe your knowledge, experience, and/or training in interviewing individuals to gather information that has been used to make a decision. Please discuss how the interview was conducted, amount of research that was involved, how the information was analyzed, and what was the purpose of the information collected.
2. Describe how your education and work experience qualifies you for the position, and what strengths you have to offer the position.
3. Describe a situation that illustrates how well you manage multiple projects at one time.
4. Describe something you've done that shows how you can respond to situations as they arise without supervision.